

WEEKLY BLAST
25 January 2006

G 4/8 Items

- **DTS Accounting System Downtime**
- **Trip Purpose Comment (Authorization) – DTS**

DTS Accounting System Downtime

1. During the end of February, the DTS accounting system will be undergoing some upgrades. Due to these changes, the “accounting system” will be down from approximately **1-13 March 2006**. Any authorizations and vouchers created during this time-period will not route past the “Obligation Submitted” stage in DTS. In simplest terms, any vouchers not approved prior to the end of February will not be reimbursed to your GOVCC or EFT account.
2. In order to alleviate your GOVCC becoming past due, it is **IMPERATIVE** that you process all vouchers prior to the end of February.
3. Additionally, any travelers who **HAVE NOT** settled vouchers prior to FY 06, do so immediately and **NLT 15 February 2006** so that payments are processed ASAP. The budget analysts here at the headquarters have recently processed a couple of documents for prior year payments.
4. During the time frame that DFAS is conducting their consolidation (March 1-13, 2006), travel card payments will not be made. Travel cards that are not paid in full from the previous cycle will become past due and/or delinquent. When the consolidation is complete, DFAS will again process payments for all vouchers that have been approved and have been held in the queue. Travelers who are concerned about the status of their cards becoming past due or delinquent have the option to mail in a payment or pay their balance at www.myeasypayment.com.
5. POC for this action is Ms. Liz Robbins, 757-788-4623 or 5483 (DSN 680) .

Trip Purpose Comment (Authorization) – DTS

1. For **immediate** compliance, when creating your authorizations for travel in DTS, please ensure a comment describing the travel purpose is added in the box annotated below, located in the Trip Preview section. This will ensure your “Approving and Reviewing” Officials can process your documents without stopgap.
2. Failure to complete this block **can/will** result in the documents being **returned** back to the traveler for completion.